



Department of Administrative Services Customer and Employee Relations **Job Announcement**

ANNOUNCEMENT #: 200703

POSITION: Storekeeper

LOCATION: DOAS Surplus Property - Swainsboro Warehouse
713 Kite Road
Swainsboro, GA 30401

APPLICATION DEADLINE: 02/09/07

WHO MAY APPLY: All Applicants

PAY GRADE: 8

PAY GRADE SALARY RANGE: \$1,500.76 - \$2,547.08 per month

GENERAL DESCRIPTION: Receives, inspects, sorts, stores, issues and delivers supplies and equipment from a centralized storage facility. Inventories supplies and equipment. Performs related administrative and clerical duties.
Pre-employment drug test required.

MINIMUM QUALIFICATIONS: One year of full time experience in shipping and receiving (e.g., as a stock clerk in a store, warehouse or in a military supply unit).

****OR****

One year of full time clerical experience directly related to shipping and receiving.

**PREFERRED
QUALIFICATIONS:**